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Editor's notes to contributors

Following are guidelines for the submission of articles to the *OUGS Journal*. The principal theme encompassed within these guidelines is 'please keep it simple'. Let your editor do his job and please do not try to simulate, emulate or reproduce the page layout of the *Journal*. I have dedicated page-layout software (QuarkXPress) to do this and any special formatting, special characters and embedded illustrations that you include in a word-processing document can be lost (at best) or seriously confuse and crash (at worst) my iMac or the QuarkXPress software when I import it into the layout.

If your article contains special characters (such as mathematical symbols), please draw these to my attention (I will probably spot them anyway) so that I can import them properly with the glyphs menu in QuarkXPress.

Here are the basic guidelines. I will contact you about any queries that arise when I read your article. I will send you an edited version, showing you any changes that I have made and raising any queries or requesting any missing information.

Guidelines for *OUGS Journal* articles

As *OUGS Journa*l Editor I do not want the publication of your paper to be more work than is necessary for you (or for me!). Your paper need not be more than about 1,500 to 4,000 words in general, but I leave the length up to you to suit the material.

Regarding papers from the presenters of lectures at the OUGS Symposium, all OUGS members are grateful to you for presenting a talk at the OUGS Annual Symposium, and for agreeing to submit a version of your talk for publication in the *Journal*. The purpose of this is to make your information available to OUGS members and others who could not attend the symposium. As OU students and OUGS members we enjoy hearing and learning the information these symposia bring to us.

All that is necessary is the following:

• A Word (or compatible) file of the text: There is no need for you to attempt to format the text in any way using tools in Word or other word-processing software. I will do the page layout format in the *Journal* house style, using dedicated publication-industry-standard page-layout software (QuarkXPress). However, feel free, if you wish, to use **bold** and/or *italics* to indicate headings and subheadings so that I can set these into house style.

I do not require a hard copy, but if you need to point out special characters or attributes in your paper, it may be a good idea to send one with these items marked up or otherwise highlighted. Otherwise I can accept electronic files attached to an e-mail, or files on a CD.

• Each illustration, chart, graph, map or other illustration as a separate digital file in high resolution: 350dpi minimum for colour or half-tone images; 1400dpi for line illustrations. Tables composed in Word or Excel are fine, as they are just text. A rough guide to the number of figures in an article is 10 to 15. Obviously as a symposium presentation speaker you might have shown numerous slides, so please use your best judgement on the number to include with the paper to be published — again usually 10 to 15 is a rough guide. *Please note that figures are normally printed in greyscale in the* OUGS Journal*, except Moyra Eldridge Photographic Competition winners' photographs.*

• Please be sure that we have permission to publish any illustrations that are not yours: Also, please give me the appropriate information to cite in acknowledgement in the figure caption; and please tell me in writing or in an e-mail message that you have obtained the permission necessary for each illustration in your article that is not yours.

As the author, this responsibility is yours.

• Please do not embed your illustrations in Word picture boxes within the text: All that is necessary is to indicate, by a reference within ( ) or within [ ] in your text, where the illustration should go.

• You can submit the material as attachments to e-mails to me or send it to me on a CD: I am on BT Broadband, so I can receive large files. It is usually best to attach only a few illustration files each to several e-mails. This applies especially to large files of photographs, charts and graphs.

• Where appropriate, cite your sources, or make it clear that a statement is a supposition, or solely your own view or opinion. We use Harvard style citations in the text: (author date, pages), e.g. (Jones 2004, 51–3); and your sources or references should be listed in alphabetical order by author and date at the end of your article. You need to list the author, date of publication (or of access to a web site), full title, periodical volume and number, or place of publication and publisher, and page numbers.

If you miss out anything, I will ask you for it.

If your list includes items not cited in your text, it will be called 'Sources'; if all items in your list have been cited in your text, it will be called 'References'.

That really is it! The editing and page layout are my job, so let me do it for you. I will communicate with you as necessary as I do this, with queries or difficulties with any formats, special symbols, characters, etc, as is the task of any editor.

For you really keen authors, regarding grammar and spelling I use:

Butcher, J. 1992 *Copy-Editing: The Cambridge Handbook for Editors, Authors and Publishers* (3rd edn). Cambridge: Cambridge U. P.

The Oxford English Dictionary

The Penguin Spelling Dictionary 1990. London: Penguin Books Ltd

Ritter, R. M. (ed and comp.) 2000 *The Oxford Dictionary for Writers and Editors* (2nd edn). Oxford: Oxford U. P.

Ritter, R. M. (ed and comp.) 2002 *The Oxford Manual of Style*. Oxford: Oxford U. P.

Please contact me at any time about your paper:

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